

ATTACHMENT F

Sample Client Authorization Letter

Dear "Client":

We are currently responding to the Federal Aviation Administration (FAA) Combined Synopsis/Solicitation: **DTFAAC-12-Q-00063** for the requirement for US DOT Federal Motor Carrier Safety training instruction, revision, and development.

The FAA is placing increased emphasis in its procurements on past performance as an evaluation factor. The FAA is requiring that clients of entities responding to its solicitation be identified and their participation in the evaluation process be requested. Please complete and submit the attached Past Performance Survey directly to the FAA Contracting Officer identified below. FAA provided the following order of preference for submission of the completed surveys: 1) Email; 2) Regular Mail. **The deadline for response is March 23rd, 2012.** In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries.

Please be advised that FAA has stated in the solicitation for this effort that the Past Performance Surveys it receives will be considered sensitive and will not be released to the offeror being evaluated or otherwise outside of its source selection team.

FAA Contracting Officer: Monica Price, AMQ-310
Federal Aviation Administration
Mike Monroney Aeronautical Center
6500 S. MacArthur Blvd, MPB Rm 377
Oklahoma City, OK 73169

EMAIL: Monica.Price@faa.gov

We have identified Mr./Ms. _____, of your organization as the point of contact based on their knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to: _____.

Sincerely,